

MICROSOFT EXCEL I

AN INTRODUCTORY COURSE



Start organizing, analyzing, and reporting data today. No experience required.

Even those who've never opened an Excel spreadsheet before can enter and analyze data quickly and efficiently. In this 12-hour course you'll learn the basics of:

- Creating and navigating spreadsheets
- Entering, moving, and copying data
- Formatting texts and numbers
- Getting started with formulas
- Using data entry short cuts
- Creating basic charts
- Managing worksheet windows

Cost is \$50 per student

**DEC 11, 12, 13, 14 | 9:00A-12:00P or
JAN 8, 11, 16 & 18 | 9:00A-12:00P**
2403 N. 41st Street East, Muskogee, OK
Bld. C Computer Lab

CONTACT TO REGISTER
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